



## TRANSPORTATION CABINET

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Acting Secretary

### MEMORANDUM

Construction Memo 10-09

**TO:** Chief District Engineers  
TEBM for Project Delivery & System Preservation  
TEBM for Engineering Support  
Section Engineers & Supervisors

**FROM:** Steven Criswell, P.E., Director   
Division of Construction

**DATE:** December 22, 2009

**SUBJECT:** Advisement & Guidance Regarding Supplemental Revisions of 2008 Specification 108.02 Progress Schedule

The 2008 edition of the *Standard Specifications for Road and Bridge Construction* instituted revised conditions regarding project scheduling documents. Accompanying these requirements, the Central Office, Division of Construction instituted a policy of reviewing all written narrative submittals for conformance and uniformity. The intent of this policy was to build consistency in the documents submitted and in the manner in which they were reviewed. The ultimate goal was for that the administration of these written narratives to become a district level responsibility as the Cabinet and Contractors gained experience with these requirements.

Based on feedback from district personnel, the January 22, 2010 Supplement Specification makes substantial revisions to the 2008 Standard Specification 108.02 *Progress Schedule*. These revisions are summarized as follows:

- Specification 108.02 no longer applies to Right of Way Mowing and/or Litter Removal, Waterborne Paint Striping project types, projects that include Special Provision 82 or projects that contain a special note for a CPM schedule.
- Written Narratives are to be submitted using form TC63-50 the Written Narrative Schedule found at:  
<http://www.transportation.ky.gov/construction/ResCenter/ResCenter.htm>
- Written Narratives shall include start date and completion date milestones for the contract, milestone dates for each project if the contract entails multiple projects, each phase of work, site of work, or segment of work as divided in the project plans, proposal, or as subdivided by the Contractor.

Additionally, the following changes will be implemented immediately with execution of this Construction Memorandum:

- Written Narrative Schedules are still required for ASPHALT RESURFACING project types, but are no longer required to be sent to Central Office Division of Construction for review and approval of pay estimates. The tracking of these



submittals, their review and acceptance, and the release of pay estimates for these contracts with accepted schedules will be handled between district office and section office personnel.

- Schedules for all other project types need to be reviewed and accepted by the section office prior to the submittal for secondary review and release of pay estimates by the Central Office Division of Construction contact for project schedules. Currently, that contact is Roy Sturgill, [roy.sturgill@ky.gov](mailto:roy.sturgill@ky.gov).

The following is provided as guidance for the review and processing of project scheduling documents:

- At minimum, the schedule submittals should be reviewed for logical progression of the work, a reasonable and safe plan for maintaining traffic, and the inclusion of milestone dates as required by specification 108.02.
- Ensure that the scheduling documents are distributed to all personnel affected by the project. Typically, the scheduling documents should be readily accessible by the section supervisor, their staff that will be involved with the project and inspection, and district personnel including the branch manager and engineering support staff. Inspection staff should review scheduling documents daily to ensure that Contractors are progressing accordingly, otherwise the applicable scheduling updates need to be requested and pay estimates withheld until the Contractor falls in line with specification 108.02.
- District staff responsible for processing pay estimates should have a tracking mechanism to ensure that scheduling requirements have been fulfilled for each project prior to the processing of a pay estimate. It is critical that they track the ASPHALT RESURFACING project schedules since this is a function that will no longer be carried out by Central Office Division of Construction.
- Do not hesitate to request assistance from the Central Office Division of Construction contact for project schedules in regard to the review, acceptance, or denial of scheduling documents. Again, that contact is Roy Sturgill, [roy.sturgill@ky.gov](mailto:roy.sturgill@ky.gov).

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